

# New Hampshire







Entered the Union: 1788


Population (est. 1994):  
1,137,000 Rank: 41/50

Land Area (square miles):  
8,969 Rank: 44/50



## State Historical Records Coordinator:


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ARCHIVES AND RECORDS PROGRAM		FINANCES	
<b>State Archives Established:</b> 1963 State Archivist established 1979		<b>Total State Govt Expenditures (1993):</b> \$2,583,651,000	
<b>State Records Management Initiated:</b> 1963		<b>Total Budget, Archives and Records Management (FY 1994):</b> \$258,382	
<b>Archives and Records Management Placement</b> Secretary of State, Division of Records Management and Archives		See "Notes" section, below, for program elements included in budget and FTEs.	
		<b>Percent of Total State Expenditures Allocated to Archives and Records:</b> 0.010%	
		State Archives funding has decreased over last 2 years.	
STAFFING			
<b>State Government FTEs (1992):</b> 16,296		<b>Number of Archives/Records FTEs per 1000 State FTEs:</b> 0.31	
<b>Archives &amp; Records FTEs (1994):</b> Total 5 Archives 1 Records Mgt 3 Other 1		<b>Average earnings for all full-time state employees</b> (Oct. 1992): \$28,992 per year	
		<b>Salary ranges for entry level professionals</b> State Archivist \$37,874-49,230 State Records Manager \$27,924-33,013	
HOLDINGS			
<b>State Archives</b> Paper records Government 51,000 cu. ft. Nongovernment 1,000 cu. ft. Microfilm (total no. of rolls) 2,850 rolls Computer tapes 6 reels Optical disks 1 disk Photographs 1,000 items Films, videos, audio tapes 350 items Maps, blueprints, drawings 124 cu. ft. Books, other printed 783 items Artifacts, 3-dimensional objects 6 cu. ft.		<b>Records Center</b> New Hampshire uses the same facility for its archives and records center.	
ACCESS TO RECORDS IN STATE ARCHIVES			
<b>Reference services provided (FY 1994)</b> Help as time permits to patrons who walk in, write, or telephone.		<b>Arrangement and description activities (FY 1994)</b> State Archives is preparing a revised guide to the entire archival collection. {NAGARA Clearinghouse 10:3 (Summer 1994)} Home page: <a href="http://www.state.nh.us/state/archives.htm">http://www.state.nh.us/state/archives.htm</a>	

FACILITIES 	
<p><b>State Archives Building</b> (owned by state, no rent charged to State Archives, maintenance in separate budget)</p> <p>Constructed: 1962    Renovated: 1974, 1989, 1996</p> <p>Total storage capacity: 52,000 cu. ft. Percent now occupied: 100%</p> <p>Already full to capacity Applied for construction funds in current capital budget</p> <p>An empty state building is used to house 8% of state archives holdings.</p> <p>Existing environmental controls (ANSI/NFPA standards):</p> <p>20% year-round temperature controls 20% year-round humidity controls 100% fire detection 20% fire suppression</p>	<p><b>State Records Center</b> New Hampshire uses the same facility for its archives and records center.</p>

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES							
<p><b>Technical assistance provided by State Archives (FY 1994):</b> Questions are answered and training is provided as time permits.</p>	<p><b>No. of local government units (1992):</b></p> <table> <tr> <td>10 counties</td><td>168 school districts</td></tr> <tr> <td>13 municipalities</td><td>118 special districts</td></tr> <tr> <td>221 townships</td><td></td></tr> </table>	10 counties	168 school districts	13 municipalities	118 special districts	221 townships	
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MICROGRAPHICS 	PRESERVATION POLICIES AND SERVICES 										
<p><b>Microfilming activities by State Archives (FY 1994)</b></p> <table> <tr> <td>Source document microfilming</td><td>2,512,489 images</td></tr> <tr> <td>Processing</td><td>543 rolls</td></tr> <tr> <td></td><td>8,766 images</td></tr> <tr> <td>Duplicating</td><td>242 rolls</td></tr> <tr> <td></td><td>9,941 fiche</td></tr> </table> <p>State Archives provides centralized micrographics services for state government agencies.</p> <p>State Archives has not experienced redox problems.</p>	Source document microfilming	2,512,489 images	Processing	543 rolls		8,766 images	Duplicating	242 rolls		9,941 fiche	<p><b>Preservation activities by State Archives (FY 1994)</b></p> <p>The Archives can provide only the most basic preservation treatment.</p>
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Processing	543 rolls										
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	9,941 fiche										

AUTOMATED APPLICATIONS 	
<p><b>State Archives uses the following automation applications:</b></p> <p>Rapid File Word Perfect PFS First Choice</p>	<p><b>Electronic Mail</b> State Archives staff can communicate within the agency, with other state government agencies, and with outsiders via the Internet through the state library e-mail system.</p> <p>NASIRE reports that New Hampshire does not have government wide e-mail.</p>

ELECTRONIC RECORDS 	
No activity reported.	

**RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES****Definition of a record**

1995 statute  
Does not include e-mail or electronic records.

**Public's right to access to government records**

provided in statute.

**Restrictions to specific classes of records**

Statute

**Permanent paper standards**

None

**Optical imaging standards**

None

**Admissibility of microfilm**

1994 statute

**Admissibility of optical images**

None

**Admissibility of electronic records**

None

**Theft/defacement of a public record**

None

**Replevin**

None

**INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES****Information Resources Management**

Assigned to Department of Administration; State Archives is not active in state's IRM work.

**Information Policy Coordination**

Constituted formally, assigned to Information Technology Management; State Archives is not active in state's information policy work.

**Government Information Locator Service**

No activity reported.

**Electronic Access to Government Information and Services**

NASIRE reports that a number of agencies have bulletin board services; plans are underway for an economic development system.

NGA reports that NH state police are developing a digital communication system/

**SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS****Rules of evidence legislation**

HR 1244 repealed New Hampshire's act governing uniform copying and deferred to the more comprehensive uniform rules of evidence by authority of the courts. Adopted as Chapter 57 of the Laws of 1994. [NAGARA Clearinghouse 10:4 (Fall 1994)]

**SHRAB ACTIVITIES****1994 state-wide assessment project completed**

[NAGARA Clearinghouse 11:2 (Spring 1995)]

**FOR FURTHER INFORMATION****State Archives and Records Management**

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## Notes

**Program elements included in Archives and Records Management budget and FTE figures:** In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the New Hampshire budget and personnel figures also cover

- service to local governments
- centralized micrographics,
- preservation microfilming,
- records center

## Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

## Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Frank C. Mevers, Director, Division of Records Management and Archives, 71 South Fruit Street, Concord, NH 03301. Telephone: (603) 271-2236.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.